

**Topics Tentatively Scheduled for Study Session Discussion  
and  
Topics Requested for Action at Future Business Meetings of the Highland Town Council**

**Council Business Meetings Are Generally Scheduled for the Second & Fourth Mondays of Each  
Month Beginning at 7 PM at Town Hall, 3333 Ridge Road, Highland, IN 46322**

**6/4/2007 Study Session:**

Inquiry whether the Council would be willing to adopt a resolution urging Lake County to seek an injunction and restraining order on implementation of a new state statute that mandates the County to enact an income tax on grounds it is unconstitutional special legislation (Wszolek)

Proposed Ordinance: Prohibiting skateboard use at Main Square Park and the Town Hall property (Herak / Griffin)

Proposed Ordinance: Governing the prohibition, prevention and removal of graffiti (Hojnicki)

*This topic has been postponed pending discussion with the town attorney and Council members. Does the Council really want to hold property owners responsible for removing graffiti as in the model ordinance proposed from Hammond when the property owner is a victim? Does the Town have authority to lien property to recover its costs for removing graffiti if the property owner refuses to do it? Will the Town indemnify contractors retained to remove graffiti on behalf of the Town?*

Proposed Ordinance: Amending the Highland Code of Ordinances regarding the time and location for the use, ignition or discharge of consumer fireworks (Hojnicki / Timmer)

*A new state statute (P.L. 177-2007) provides that a consumer fireworks use ordinance may not limit the use of consumer fireworks on certain days during certain times of the day*

- *Between the hours of 5 PM and two hours after sunset from June 29 through July 9<sup>th</sup>, except July 4<sup>th</sup>;*
- *Between the hours of 10 AM and midnight on July 4<sup>th</sup>; or*
- *Between the hours of 10 AM on December 31<sup>st</sup> and 1 AM on January 1<sup>st</sup>.*

Proposed Resolution: Setting July 9, 2007 as a date for a public hearing for receiving testimony, remonstrances and objections from persons interested or affected by the designation of a proposed Economic Development Target Area coterminous with the boundary of the Redevelopment Area (Underkofler)

*At a meeting held May 14, 2007, the Town Council adopted Resolution 2007-23 designating an Economic Revitalization Area coterminous with the boundary of the Highland Redevelopment Area. This measure, unanimously recommended by the Economic Development Commission at a meeting held May 31, 2007, would enable property tax abatement for installation of new equipment, redevelopment or rehabilitation of real property for retail use.*

Proposed priorities for streets to be improved for the 2007 pavement preservation program (Bach)

Proposed update to the Five-Year Street Capital Improvement Plan (Bach / Underkofler)

*A first draft of the CIP indicated sufficient funds may be available to underwrite the Ridge Road project in 2007; the entire scope of the Branton Avenue project subject to approval of special assessment financing; and local road pavement preservation projects up to \$840,000 per year without incurring additional debt. Sources of funds for the proposed street improvement program are subject to change after review by the Clerk-Treasurer.*

All topics tentatively scheduled for the June 11th Business Meeting

**6/11/07 Business Meeting:**

Introduced Ordinance 1356: Establishing a “Rainy Day Fund” by a residual equity transfer of all unencumbered cash and investments in the Self Insurance Fund to accumulate an operating cash flow reserve to mitigate interest expense on tax anticipation warrants (Underkofler)

*Expenditures from the Rainy Day Fund would be used for temporary transfers to other funds of the town for cash flow purposes to meet debt service, payroll and monthly accounts payable when tax revenues are not received in a timely manner to mitigate interest expense on tax anticipation debt. Transfers from the Rainy Day Fund to other funds would be characterized as interfund loans to be retired as prescribed by state statute. An ordinance approved by the affirmative vote of four (4) members of the Town Council would enable a temporary or permanent transfer of assets of the Rainy Day Fund to another fund of the town for any lawful purpose authorized by state statutes.*

Introduced Ordinance 1357: Amending Chapters 131, 72 and 73 of the Highland Code of Ordinances regarding ordinance violations and fines (Griffin)

*This ordinance is proposed on request of the Police Chief to enable properly trained Volunteers in Police Service (VIPS) to write citations for handicapped parking violations and fire lane violations. The town attorney has rendered an opinion state statutes do NOT enable VIPS personnel to write citations for snow route violations. The Council is asked to update the schedule of payable offenses (fines) consistent with the current statutory cap that has been raised from \$100.00 to \$250.00. Old or unenforceable language would be repealed.*

Introduced Ordinance 1358: Amending the Personnel Handbook pertaining to the high deductible employee group health insurance option (Griffin)

*The Employer contribution to Health Savings Accounts would be changed from an annual \$1,000 lump sum to quarterly disbursements. Employer contributions to HSA Accounts would become \$225 per quarter for single coverage; \$250 per quarter for employee plus children coverage; \$300 for employee plus spouse coverage; and \$375 per quarter for family coverage. The Employer contribution would come from the funds which will be financing the employee’s payroll expense since the Self Insurance Fund may be dissolved shortly with its assets transferred to a Rainy Day Fund.*

Council Decision Request: Reporting bids received and authorizing a contract for repair of the town hall roof (Bach)

#### **6/18/07 Study Session:**

Proposed Resolution: Authorizing a license to encroach upon the public way for use of a portion of the sidewalk for outdoor dining by Langel’s Pizza, 2833 Highway Avenue (Griffin)

*Suggested license terms and conditions*

- 1. The license would run for a term of twenty (20) years;*
- 2. The planter and trees would be relocated at Langel's expense to a specific downtown Highway or Jewett Avenue location approved by the adjacent property owner(s);*
- 3. The license would be revocable by the Council President for cause upon notice and a hearing for failure to maintain the exterior of the building, the adjacent public way, the remaining landscape features or an increase in responses by the police for incidences involving patrons of the establishment;*
- 4. The license to use the sidewalk would not be transferable or assignable to successor owners of Langel's premises;*
- 5. All public spaces must be fully compliant with requirements of the American with Disabilities Act (ADA) as certified by the Building Commissioner prior to occupancy; ADA compliance shall be maintained in perpetuity, including any additional expansions or renovations.*
- 6. Outdoor entertainment must conform to standards prescribed in the Town’s noise ordinance.*

#### **Topics Postponed for Consideration at Future Council Business Meetings:**

Direction for the management staff to draft an ordinance amending the employee wage and salary ordinance (Underkofler)

*This topic was postponed at two successive study sessions of the Council.*

Joint Resolution of the Water Board, Sanitary District and Town Council: Authorizing procurement of a new utility billing, cash receipts and related accounting systems (Underkofler / Griffin)

Proposed Resolution: Authorizing a professional services agreement for the codification of the Highland Code of Ordinances (Griffin)

*The scope of this project would codify all ordinances that have been repealed, revised or adopted since January 22, 2001. Upon completion, the Municipal Code would be accessible via a link from the Town's web site. The scope of the contract would include a bi-annual update for ordinances adopted after the date of the codification.*

Proposed Resolution: Amending the Interlocal Agreement that established the Shared Ethics Commission to enable townships and departments of a county to become members (Underkofler)

Public Hearing: Application for a property tax abatement for construction of a new physician office building at 8032 Kennedy Avenue (Dr. Joe Spott, applicant)

Introduced Resolution 2006-63: Accepting Seeberger Farms Subdivision Improvements (Bach & Mika)

*The Council will need assurance the improvements have been constructed to standards that are acceptable for the Town to assume responsibility for their future operation and maintenance. The Public Works Director and the Town's engineering consultants recommend waiting until the subdivision is substantially complete until accepting the street improvements.*

Proposed Resolution: Approving a 2007 Update to the Strategic Plan and Capital Improvement Program (Underkofler)

Proposed Ordinance: Comprehensive Update of the Personnel Handbook (Underkofler)

*The town manager intends to segregate the Personnel Handbook into two documents. The first document will deal exclusively with personnel rules that bear NO relationship to compensation and benefits. The second document will deal with all topics related to compensation and benefits.*